



Headquarters
Civil Air Patrol Kansas Wing
High Plains Composite Squadron
United States Air Force Auxiliary
817 Willis Ave, Salina KS 67401



28 March 2011

MEMORANDUM FOR HPCS CADETS

From: Capt Mitchell W. Edwards

Subject: Cadet Staff Selection and Term Limits

1. CADET STAFF APPLICATION

- a. Announcements will be made at least 10 Days prior to when selections will be made of the staff position openings.
- b. By applying, cadets agree to the time commitment required to serve on staff
- c. To apply, submit a one page paper summarizing the position applying for, goals you would like to achieve, why you are qualified for the job and if you would be willing to accept any other jobs.
- d. Applying for a staff position does not necessarily mean you will be selected for staff
- e. Staff may be selected without having submitted an application though unlikely.

2. CADET STAFF SELECTION

- a. The Cadet Commander will be selected by a board consisting of the Squadron Commander, Deputy Commander of Cadets and one other Senior Member from within the squadron.
- b. Once the Cadet Commander has been chosen, they will review staff applications and submit a recommended staff to the Deputy Commander of Cadets and the Squadron Commander for review and approval.
- c. The Squadron Commander, Deputy Commander of Cadets and the Cadet Commander Select will work out a cadet staff with the final authority being the Squadron Commander.
- d. Interviews may take place to determine the best candidate for the job.

3. CADET STAFF APPOINTMENTS

- a. Once the cadet staff has been selected, a brief transition period will take place with a formal change of command taking place at the completion of the term.

4. CADET STAFF TERM

- a. The Cadet Staff will be expected to carry out their job responsibilities to the best of their ability for the length of the term.
- b. Position descriptions can be found in CAPR 20-1 Part IV.
- c. Cadet Staff will be expected to follow the established chain of command
- d. At the completion of the term, cadet staff will receive a completed Form 50 to review their performance.

5. CADET STAFF TERM LIMITS

- a. Cadet staff term limits will be 6 months in length
- b. A term will begin 1 August and 1 February
- c. Cadets may apply to serve in more than one term on staff in the same staff position however this is discouraged
- d. A cadet may be removed from a staff position by the Squadron Commander
- e. Should a cadet not be able to complete a term, the Cadet Commander, Deputy Commander for Cadets and the Squadron Commander will meet and select a person to fill the position for the remainder of the term.

6. Cadet staff serve at the desire of the Squadron Commander

Mitchell W. Edwards, Capt, CAP
High Plains Composite Squadron Commander